CAPS---Beida Semester Orientation Handbook

CORNELL UNIVERSITY China Asia-Pacific Studies Program 2016 - 2017

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PRE-DEPARTURE CHECKLIST

Submit the Following Forms or Information to http://www.cuabroad.cornell.edu/?go=CAPS by Friday, May 11th:

- Hold Harmless Form
- Academic Integrity and Commitment to Stay until the End Form
- Medical Self-Disclosure Form
- Your China internship decision (spring/summer/both) and send your resume and internship interest to Tom Qi (qikai1988@gmail.com)
- Your passport information; Departing/Returning Flights information.
- Your summer address.

Before You Leave Campus:

- Obtain a passport and a visa (check the stamp page)
- Register your international travel at Cornell University International Travel Registry.
  http://www.travelregistry.cornell.edu
- Read the Student Orientation Handbook and plan to take it with you to China.
- Contact Gannett Health Center’s Travel Medicine Clinic for information on recommended immunizations related to your travel plans.
- Make sure that your bursar bill is paid in full.
- Update your contact information on Just the Facts. Be sure that your permanent address is recorded.
- Log onto the International SOS (ISOS) web site for safety and medical information about China:
  http://www.international.cornell.edu/topic/travel/emergencies.asp
- Cornell faculty, students, and staff are covered by UHC Global Solutions when traveling abroad on university business. The students will need to access Cornell's portal for UHC Global Solutions to print a card with the Cornell ID#.
- Make housing arrangements for your return to Cornell.
- Complete as much of your job search file as possible and make proactive arrangements for job placement interviews. Look ahead towards grad school applications and necessary tests.
- Update your laptop computer with the latest anti-virus inoculations, VPNs, and back-up your hard-drive.

When You Arrive in Beijing:

- Update CAPS (at caps@cornell.edu) with your local contact information in Beijing, including mailing address and local cell phone number.
- Report to the U.S. Embassy in Beijing (address in the Orientation Handbook)
- Make sure that you can access your Cornell e-mail account, alternately, forward it to the account you will use abroad. Cornell and CAPS will send reminders and information to your Cornell e-mail address.

Pre-enrollment for the Fall semester:

- Plan ahead! Talk to your advisor, prepare course selections for your return to Cornell, write down your advisor’s e-mail and postal address in the Handbook.
- Access the course and time roster at: www.cornell.edu/academics/courses.cfm.
CAPS-BEIDA OFFICE CONTACT INFORMATION & CALENDAR

CONTACT: Cathy Hao (郝鑫淼) Executive Assistant
xmhao81@gmail.com Cell: 138-1000-1483

ADDRESS: Cornell Office, B102
School of International Studies
Peking University
Beijing 100871, P. R. China
Tel: (86-10) 6276-7887

CAPS-BEIDA ACADEMIC CALENDAR

Fall 2016
(Subject to Adjustments)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 29 &amp; 30 (Monday-Tuesday)</td>
<td>Arrival in Beijing</td>
</tr>
<tr>
<td>August 31 (Wednesday)</td>
<td>Orientation &amp; Campus Tour</td>
</tr>
<tr>
<td>September 1-5 (Thursday-Monday)</td>
<td>Orientation Week – Field Trip</td>
</tr>
<tr>
<td>September 6 (Tuesday)</td>
<td>CAPS Instruction Begins</td>
</tr>
<tr>
<td>September 12 (Monday)</td>
<td>Beida Instruction Begins</td>
</tr>
<tr>
<td>September 15 (Thursday)</td>
<td>Mid-Autumn Day Holiday (中秋节)</td>
</tr>
<tr>
<td>October 1-7 (Saturday-Friday)</td>
<td>National Day/Fall Break (国庆节/秋假)</td>
</tr>
<tr>
<td>October 10 (Monday)</td>
<td>Instruction Resumes</td>
</tr>
<tr>
<td>November 23-27 (Wednesday-Sunday)</td>
<td>Thanksgiving Recess (感恩节)</td>
</tr>
<tr>
<td>November 28 (Monday)</td>
<td>Instruction Resumes</td>
</tr>
<tr>
<td>December 16 (Friday)</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 17-20 (Saturday-Tuesday)</td>
<td>Study Period &amp; Exams</td>
</tr>
<tr>
<td>December 20 (Tuesday)</td>
<td>Farewell Dinner</td>
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Notes:
1. Classes begin and end on the days different from those in Ithaca.
2. Final examination period may be adjusted.
3. There will be several in-city field trips during the semester. Details TBA.

### PREPARATIONS FOR THE CAPS-BEIDA SEMESTER

All of your previous experience and academic preparation as a CAPS major will feed into your Beijing semester. The more knowledge you have gained from language, cultural and intellectual exposures through former study or otherwise, the more prepared you will be. Books, newspapers, magazines, web sites, TV, films and videos are all resources which can help you think about your personal goals for studying and living in China.

The best way to get candid information about China is to talk to people. Most people love to share their experiences, and will be happy to talk with you. Returned study abroad students, Cornell faculty and staff who have lived or worked in China, as well as people from China are all excellent resources for information and advice.

**Cultural Adjustments**

Living in another country for an extended period of time will give you an opportunity to develop an in-depth understanding of another culture, confront different customs and ways of thinking, and adapt to a new daily routine.

While this experience is extremely exciting and rewarding, it can also be disorienting and challenging to be far away from your family, friends and cultural norms. For most people, the study abroad experience consists of a series of emotional highs and lows often referred to as **“culture shock,”** or **“cultural adjustment.”**

*Temple of Heaven* 大坛

*When you first arrive* in China, everything around you will probably be new, different and exciting. You may enjoy the distinct character of the sights, sounds, gestures and other aspects of Chinese culture. You should expect everything around you to be different during the first few weeks in your new environment. The initial period is called the **honeymoon stage** of culture shock, and it is characterized by feelings of fascination, excitement and a desire to learn more about the culture.

*After several weeks,* when you have settled into a daily routine, you may become aware of some of the subtle differences in gestures, manners, clothing, tone and rhythm of voices, banking, telephones, etc.

These **cultural differences** may be a source of frustration or make you feel out of place or miss everything about home. You may even feel disappointed in yourself if it is difficult to communicate, fit in, and enjoy every moment of your time abroad. As you learn more about China, develop friendships and establish a life for yourself, you will probably begin to feel more comfortable in your new environment. Some of the cultural differences that were frustrating or annoying may become a part of life that you accept or learn to tolerate. **By the end of your stay,** you probably won’t want to leave your new home. After returning from
abroad, you may even experience some degree of re-entry stress or “reverse culture shock.”

The suggestions that follow may help you deal with culture shock and get the most out of your CAPS-Beida Semester experience.

- **Remember that the symptoms associated with culture shock are natural** and common reactions related to cultural differences and the adjustment process. Symptoms may include headaches, upset stomach, loss of appetite, irritation, fatigue, loneliness or difficulty concentrating. If you fail to admit that you are experiencing culture shock, adjusting to your new environment will probably be a long and arduous process.
• **Make the effort to meet local people.** It is easy to stay in the ‘bubble’ of fellow CAPS majors, and it usually requires more thought, effort and creativity to meet locals. Interacting with local students, however, will enable you to learn more about the culture, practice your language skills and develop lasting ties. Ways to meet people include anything from sitting in on a class of interest, going to pickup games of basketball or soccer, attending places of worship in the area, going out on the weekends, etc. Be confident—Chinese students are eager to make American friends!

• **Become familiar with the area.** Take some time to walk around and carefully observe your surroundings, the people, buildings, stores, etc. Find interesting places and frequent particular cafés, newsstands, and stores. You may get to know the waiters, proprietors and other regular customers. You will also feel more comfortable in your new home.

• **Read and speak Chinese** as much as possible to learn about local viewpoints and customs. Find a favorite newspaper (such as Global Times, Southern Weekend), TV show (lots of cheap DVDs), and/or magazine (music, sports, cars, etc.). Ask questions and don’t be afraid to make mistakes. Your efforts will help you integrate into the culture, and will help you to evaluate information relevant to your health, safety, and security. Chinese students have been more than helpful in this regard.

• **Keep a journal.** Record your experiences, thoughts and observations. Writing in your journal can be a time to reflect and assess your progress in understanding and adjusting to your host country. You will be glad to have a written account of your experiences to look back on when you come home.

• **Don’t glue yourself to e-mail contact the US** every day; unplug from home and plug into your host culture.

• **Take lots of pictures** (and put them online! Great way for friends to track your journeys).

The majority of Cornell students find study abroad a period of tremendous personal growth in such areas as self-confidence, self-esteem, and independence. Very few experience serious personal problems beyond the usual cultural adjustment and some homesickness. Some students each year experience serious difficulties. These are usually students who have brought ongoing emotional or mental health issues with them, from home.

If you are currently using professional help to deal with emotional or mental health problems, talk over your plans for the CAPS-Beida semester carefully with your psychologist or psychiatrist. The challenges of adjusting to a new environment coupled with the absence of a familiar support system may exacerbate existing problems. Going to another country will not solve personal problems and may make them worse. Above all, if you **think you are in trouble**, let your family, friends or the CAPS program staff know.

Should you need professional services while in China, contact CAPS-Beida Office staff for a referral. With your authorization, a licensed psychologist abroad can request in writing any records that may be on file at Cornell’s Gannett Health Center, Ho Plaza. In case of an emergency, records can be requested by fax from the Gannet Counseling and Psychological Services at (607) 254-5244, but the therapist must follow up with a letter. For further information, call Gannett at 607-255-5208, or go to [www.gannett.cornell.edu/CAPS](http://www.gannett.cornell.edu/CAPS).

**Disabilities**

In order to receive accommodations for your disability abroad, it is essential to disclose your condition, preferably prior to your departure. Work with Student Disabilities Services in the Center for Learning and Teaching and the CAPS Program to provide documentation of your condition.

To learn more about Beijing before your departure, you can find Information at [www.ebeijing.gov.cn](http://www.ebeijing.gov.cn). Also see *Handbook for Foreigners* on page 33 of this handbook. Forbidden City 紫禁城
FINANCES

*Estimated Student Budget*
CAPS prepares an Estimated Student Budget for the CAPS-Beida Semester. A copy of the budget will be sent to your parent/guardian to use as a financial planning resource for your time abroad. If you are currently receiving financial aid from Cornell (grant aid, loans, scholarships), a copy of the budget will also be sent to the Financial Aid Office. This budget is used as an estimate of funds needed – it is not a bill. The budget includes all fixed program costs and out-of-pocket expenditures in connection with your program.

*Cornell Bursar Account*

Your Cornell bursar account must be cleared prior to your departure for the CAPS-Beida semester to ensure registration here at Cornell in conformity with university policy. In the event that you have not paid your bursar bill by the final registration date for the Ithaca campus, CAPS is required to initiate the following process:

1. First, you will receive a letter requesting immediate payment; then, if your bill remains unpaid, CAPS-Beida will be asked to prohibit you from attending classes until the account is paid in full.
2. Your name will be removed from the list of registered students in the College of Arts & Sciences.
3. Your financial aid will be revoked.
4. You will be asked to return any financial aid funds already disbursed for the semester.

*Financial Aid*

All CAPS students are eligible for financial aid exactly as if they were studying on the Ithaca campus.

Financial aid for CAPS is need-based, consistent with university and government policy. The same costs are included in financial aid for the CAPS-Beida semester (tuition, fees, housing, meals, books, and personal expenses) as for on-campus study, along with other program related fees such as visa and airfare.

Your financial aid package will be adjusted based on the CAPS-Beida Semester Estimated Student Budget. A revised aid award letter will be mailed to your permanent address. Even if you are not currently eligible for financial aid, you may be able to receive aid if your costs for a semester or year of study abroad exceed the costs for an equivalent period of study in Ithaca and you meet the eligibility requirements according to state and federal guidelines. Therefore, you should apply for Cornell financial aid if you think you may become eligible when you study abroad.

If there are substantial fluctuations in the US dollar exchange rate with the Chinese RMB yuan at the time of billing, Cornell University reserves the right to adjust financial aid awards and, in rare cases, obtain reimbursement from students.

Make sure that you complete all forms properly before you leave and provide the Registrar’s office with your permanent address for all University mailings. Since you will be abroad during the Fall semester, your financial aid application forms for the following academic year will be sent to the permanent address on file in the University Registrar’s office in early December. The forms are due in mid-April. Contact the Office of Financial Aid directly if you have questions or require specific forms. CAPS will assist you with financial aid matters whenever possible.
Failure to complete your CAPS-Beida Semester as a full-time student may result in a revocation of financial aid.

**Student Financial Aid Checklist**

1. **The deadline to submit all 2016-2017 financial aid application materials is May 16, 2016.** Verify completion of your application by checking the Student Services Center or by contacting the Office of Financial Aid and Student Employment. Please note that 30% of students are selected at random for federal verification after completing the FAFSA. Check the Student Services Center periodically to see if you are required to submit a Federal Verification Form. Files selected for federal verification are incomplete until the form has been received. Financial aid award letters are mailed starting in July for students who completed the application on time. *The later your application is completed, the later your file will be reviewed.* Late applicants will be awarded aid subject to funding limitations.

2. The charges to be billed to your bursar account are: **$25,476.00 tuition & fees.** Follow through with any steps necessary for your financial aid to credit to your bursar account in a timely manner (i.e. sign loan promissory notes, apply for any alternative loan directly with the lender of your choice, complete an Express TAP Application, and so forth). Please refer to the Frequently Asked Questions sheet included with your financial aid award notification for further instructions.

4. Update your home, local and bursar billing addresses as well as telephone numbers in the Student Services Center any time there is a change. Please do not put “Abroad,” or “Not Here.” While abroad, you should use your home address for both home and local addresses. If certain information needs to be sent to a different address, please provide details via a “Financial Aid Request Form” at the Office of Financial Aid and Student Employment.

5. **If you are eligible for a refund, you will need to make arrangements with the Office of the Bursar, 260 Day Hall, to receive it. It is easiest to set up direct deposit before you leave campus, or leave self-addressed, stamped envelopes for refund checks to be mailed to you.**

6. Be sure your bursar and CornellCard bills are paid in full each month for the current spring and upcoming fall semester (when due). You will not be registered for the fall semester unless your bursar and CornellCard bills are paid in full.

7. Verify that there are no other holds on your registration (from Gannett, the Judicial Administrator, your college, and so forth) prior to your departure.

8. **Additional questions? Please contact the Office of Financial Aid and Student Employment, 203 Day Hall, Ithaca, NY 14853. Tel: (607) 255-5145; Fax: (607) 255-6329; email: finaid@cornell.edu; web site: [http://finaid.cornell.edu](http://finaid.cornell.edu).**

**Power of Attorney**

If you are a recipient of Financial Aid, CAPS recommends that you entrust a family member or another individual with power of attorney for the period of time that you will be abroad. Power of attorney will enable someone else to sign reimbursement checks and certain forms on your behalf. Obtaining power of attorney involves consultation with an attorney, and you should verify with the Financial Aid Office that someone else can execute the forms you require. **Please Note: there can be no power of attorney for any loan notes (which require an original signature).**

**Scholarship/Loan Procedures**

Outside scholarships must be reported to CAPS and the Financial Aid Office. Financial aid policy at Cornell allows students to apply 100% of scholarships from outside/non-Cornell sources to student loans. Make arrangements with the donor to have the check sent to the Office of Financial Aid. Checks for the outside scholarships must be endorsed before the money can be deposited into your account.

**E-Billing**

Effective July 2007, all registered students have begun receiving monthly bursar bills electronically though Cornell Net.Pay, our on-line billing and payment service. Cornell University has discontinued paper bursar bills as a means of providing fast, efficient service.

Net.Pay makes it easy to receive timely billing statements within as little as 24 hours after the bill is produced and provides a secure way to send E-payment, fast. You can view the current E-bill, as well as the prior 12 months of E-bills, 24 hours a day, 7 days a week, and pay your bills from anywhere in the world using a U.S. bank account.
Payments will usually be posted to your account within 2 business days.

If your parents or others are paying your bill, you must set them up in Net.Pay as authorized payers in order for them to receive the monthly E-bill, and to be able to make payments. Those who chose to mail a check instead of making an E-payment can print a copy of the E-bill, and return the stub portion of the bill with their payment.

Get started by checking out the website:
http://www.dfa.cornell.edu/treasurer/bursar/studentsparents/paying/netpay/index.cfm

**E-Billing – How It Works for Students**

All registered students will receive monthly bursar bills electronically through Cornell Net.Pay, our online billing and payment service. Each month, you will be sent an e-mail to your Cornell e-mail address with the subject line “Your New Cornell E-Bill is Now Available.”

When you receive your e-mail notification, go to http://www.dfa.cornell.edu/treasurer/bursar/studentsparents/paying/netpay/index.cfm to open and view your bill. You will need your user name and password to access your account. If you have not yet set up your user name and password, please see the instructions below:

**Setting up a username and password:**
- Log on to Net.Pay and sign up for the service.
- Enter your Last Name, Cornell Student ID #, and Date of Birth to identify yourself as a Cornell Student.
- Select a special Net.Pay Username and Password to keep your account information secure and confidential.
- Your primary e-mail is your Cornell e-mail address. You may, however, add additional e-mail addresses.
- If you plan to make payments from your own accounts (must be a checking, or savings account with a U.S. financial institution), you will need to enter payment account information.

**How do I get my parents (or others) signed up to use Net.Pay?**
- Invite other payers via Net.Pay by entering the payers e-mail address. The Net.Pay system will send an e-mail to the payer with a special Activation ID#. The Activation ID# will enable them to sign up, and to associate them with that student. Parents (or others) can then enter their payment account information.

Through Net.Pay you may also:
- Print a copy of your bill by clicking on the button “Printable Version” on the bottom of the bill.
- Access and print prior month’s bills.
- Make a payment on-line.
- View payment history.
- View and print 1098T’s.

**Student Refunds Direct Deposit Form**

As a registered full-time undergraduate student, your student refunds and fellowship stipends can be deposited directly into any US bank account on which you, the student, are an authorized signer. Because you will be off campus, it is important that you set-up an infrastructure to best be able to access monies on-campus while abroad.

The Direct Deposit of Student Refunds form is used by students to request that refunds be deposited directly into their bank accounts rather than processed through a check.

Why Direct Deposit? Peace of mind. You have access to your money earlier, because the deposit will be credited on the payment date, thereby eliminating any mail delays and the chance of a lost or stolen check.

Visit the Cornell Bursar website at: http://www.dfa.cornell.edu/dfa/treasurer/bursar/services/directdeposit.cfm.
Note: Please print the Student Refund Deposit Enrollment Form and submit it with a **voided check** to the Office of the Bursar, 260 Day Hall, Ithaca, NY 14853-2801. Enrollment cards are also available at the [Office of the Bursar](#). Once filed you do not need to complete a form unless your bank account information has changed.
**Travel Support**

In order for you to receive your travel grant for the CAPS-Beida semester for fall 2016, you will need to purchase your ticket up front, and then be reimbursed after returning from Beijing. **Once back on campus (most likely January 2017), submit a copy of your total cost and itinerary (not an estimate), and the ticket stub of your boarding passes to B7 McGraw Hall. Please see the Travel Reimbursement sheet for more details.**

Once you have submitted the necessary documentation, we will begin the process of your travel grant reimbursement. Once the Financial Aid Office receives the information, it can take up to three weeks to receive your refund.

If you are a financial aid student, please note that this will be built into your fall 2016 CAPS semester financial aid when your review is completed for the 2016-2017 academic year since travel is included in your budget. It will be listed as an aid component that will not credit to your bursar account since you will be receiving the monies early. This will not reduce any family contribution that may be determined at the time of your review. Since your work component will change to loan for the fall semester, this will replace loan first to reduce your loan indebtedness.

**Taking Money to China**

You will want to plan your financial needs for the CAPS-Beida semester carefully, in consultation with your family, your local bank, other travelers and CAPS. Keep the recommended funds of your CAPS Estimated Student Budget in mind, and heed the following tips:

1. Take traveler’s checks and cash to tide you over for a few days or a week upon arrival in China.
2. Read the “Money – How to Get It, How to Keep it” section of this Handbook for additional tips.

**IMMUNIZATIONS**

Please be sure to schedule vaccinations as early as possible since some immunizations may have unpleasant side effects, and you don’t want to travel while dealing with them. Some immunizations also require a series of shots spread out over weeks or months.

Information on health precautions for travelers can be obtained in the United States from local health departments, private doctors, travel clinics, and the Centers for Disease Control & Prevention. The Travel Medicine Clinic at Gannett Health Center, (607) 255-5155, has information on prevention and treatment of common health problems in countries around the world. Registered nurses there can advise you of and administer the appropriate immunizations and prescriptions for medications that protect and treat travel-related illnesses. A fee is charged for consultation appointments, immunizations, and supplies. Six weeks or more may be required for your immunization schedule. Resources containing information pertaining to food and water precautions, mosquito-borne illness and other relevant concerns are also available. Additional information about health conditions abroad and inoculations is available from the Center for Disease Control Hotline at (404) 332-4559, (877) 394-8747 or www.cdc.gov.
Although current Chinese health regulations do not require vaccinations against Hepatitis A, Hepatitis B, tetanus, and typhoid, you should consider getting these vaccinations. An immune globulin shot may offer protection against Hepatitis A. Immunization for Japanese B Encephalitis is only recommended during the epidemic summer months for those people planning to stay longer than two or three weeks in infected areas. To summarize:

- Hepatitis A, and booster upon return
- Hepatitis B
- Tetanus, if recent shot has not been given
- Typhoid Fever
- Polio booster
- Japanese Encephalitis

You should bring a copy of your immunization record with you, as well as an adequate supply of any prescription or non-prescription medications that you might require. Any pre-existing medical conditions, especially upper respiratory and gastro-intestinal problems, will be exacerbated by living in China. If you become ill, you should seek medical attention immediately. It is a good idea to find out if you are allergic to penicillin, because it is often prescribed here, or other drugs.

For more information/updates on health concerns in the area, visit the Center for Disease Control at www.cdc.gov.

**SPECIAL MEDICINES AND MEDICAL CONDITIONS**

**Try to take care of foreseeable medical, dental, gynecological or optical needs before you go abroad.** Take an adequate supply of any prescription medications you may need with you, and be sure to transport the medication in the original containers. If you are being treated for any pre-existing medical problems and/or have to carry a large supply of medication, be sure to have a letter from your doctor describing your medical condition and any prescribed medications, including their generic name, and stating that the medication is for personal use. If you wear glasses or contact lenses take an extra pair or, at least, a copy of your prescription. Contact lens wearers are advised to take cleaning and wetting solutions, which may be expensive or unavailable overseas. Electrical disinfecting units may not function properly in China without an electric current converter.

**Carry medications in your hand luggage packed in their original and labeled containers** to avoid emergencies should your checked-in luggage go astray. If you require special medicines, please seek the assistance of the CAPS-Beida Office staff to see if they are available locally. If not, or you are in doubt, bring enough medicine with you to last for your entire stay. If you have a pre-existing medical condition, please inform the CAPS-Beida Resident Director, so s/he is aware of it, should an emergency arise.

**MEDICAL INSURANCE AND EMERGENCY EVACUATION ASSISTANCE**

**CORNELL’S HEALTH INSURANCE REQUIREMENT**

As you know from previous experience, Cornell University requires all students to have quality health insurance and participate in an annual enrollment/waiver process. What you may not know is this applies to all students, whether they are on the Cornell campus or engaged in a program off-campus, such as the China and Asia-Pacific Studies Program.

Every student is enrolled automatically in Cornell’s Student Health Insurance Plan unless s/he is approved to waive that enrollment. Only those students who can demonstrate that they have insurance meeting Cornell’s criteria will be approved for waivers. **If you plan to apply for a waiver, please read carefully all of the information in the APPLYING FOR A WAIVER FOR YOUR CAPS SEMESTER section below.**

**The Student Health Insurance Plan (SHIP)**
The Cornell Student Health Insurance Plan (SHIP) has been developed especially to meet the needs of Cornell University students, whether they are studying or working in Ithaca or elsewhere in the world. Cornell’s SHIP is an
accident and sickness policy designed to provide:

§   Extensive coverage at a reasonable cost for most on- or off-campus medical care
§   Protection against catastrophic expenses
§   Coverage for pre-existing medical conditions
§   Coverage 24 hours a day 365 days a year **anywhere in the world** from August 17 of the year of enrollment to August 16 of the next year
§   **Medical evacuation and repatriation coverage**
§   Optional dental and vision plans
§   Insurance assistance from the Cornell University Office of Student Health Insurance

More information about the SHIP is available on the web at: [http://www.studentinsurance.cornell.edu](http://www.studentinsurance.cornell.edu).

**Enrolling in the SHIP**

To “opt in” and enroll in the SHIP:

§   You don’t have to do a thing. You will be enrolled automatically and your coverage will begin on **August 18, 2016**. An insurance card and information about the SHIP will be sent to the address you have on file with the Cornell Registrar early in the semester or can be printed from the Office of Student Health Insurance web site.

§   To expedite the process of getting your insurance card and information about how to use your insurance, contact the Office of Student Health Insurance to request an enrollment form.

**Reminders to SHIP Members**

Remember to update your address. The Office of Student Health Insurance relies on information in the Cornell Registrar’s database for your contact information. Please use the Student Services Center to keep your address up-to-date.

**Comparing Health Insurance Plans**

Health insurance plans vary in the coverage they offer. Some provide excellent protection at home, but do not cover students while they are at school, studying abroad, or traveling. Carefully review any plan you might consider to make sure it will provide adequate coverage for you and your health care needs, both known needs and needs not yet known.

Many Cornell students who travel abroad rely on the SHIP for health care and emergency coverage, and on the Cornell Office of Student Health Insurance for assistance in understanding how to make the most of it. The SHIP includes worldwide emergency travel assistance through Assist America, Inc. Day or night, whenever you are more than 100 miles from your permanent address, this program will help you locate a qualified medical provider, interpreter, or lawyer; find emergency medical transportation; replace lost airline tickets; track lost luggage; and more. It also offers unlimited medical evacuation and repatriation services.

**APPLYING FOR A WAIVER FOR YOUR CAPS SEMESTER**

In order to waive participation in the Student Health Insurance Plan (SHIP) for your semester in China, your health insurance plan must:

1. Have a maximum benefit of at least $500,000 per year;
2. Remain in force as long as you are a full-time registered student at Cornell University;
3. Provide coverage for pre-existing conditions; ……

To “opt out” of the SHIP:

- Make sure your plan meets all three of the criteria described above. If you don’t know, contact your insurance company administrator to get accurate information about your plan.
- Complete the online Waiver at [http://www.studentinsurance.cornell.edu/insurance/undergrads/enrollment/](http://www.studentinsurance.cornell.edu/insurance/undergrads/enrollment/)
- **Deadline: August 31, 2015** (this was last year’s deadline, 2015 not released as of 3-22-2016)
AGAIN IN THE SPRING!

Due to the nature of this program (fall semester away from campus, spring semester back at Cornell), you will be required to file another waiver for the spring semester. For students studying at Cornell, there are three additional criteria that your alternative insurance must meet in order to qualify as “comparable health insurance.” It must also:

4. Be provided by a company licensed to do business in the US, with a US claim payment office and US phone number;
5. Provide coverage in the Ithaca area for outpatient and inpatient medical care (a policy that provides coverage in the Ithaca area on an “emergency care only” basis does not meet this requirement);
6. Provide coverage in the Ithaca area for outpatient and inpatient mental health care.

If your health insurance does not meet all six criteria, you will have to enroll in the SHIP in the spring semester. We will contact you at the beginning of the spring semester to complete this process.

If you are planning to waive the SHIP in favor of coverage that may end before the beginning of the spring 2016

Please refer concerns and questions regarding medical insurance to:

**Cornell University Office of Student Health Insurance**
409 College Avenue, Suite 211
Ithaca, NY 14850
Phone: 607 255-6363
Fax: 607 254-5221
E-mail: sicu@cornell.edu
Website: www.studentinsurance.cornell.edu.

**Emergency Evacuation Assistance**

As of March 18, 2011, Cornell faculty, students, and staff are covered by MEDEX Global Solutions when travelling abroad on university business. MEDEX provides emergency evacuation assistance, medical referrals worldwide and can provide travel assistance in emergency situations.

Use the link below to access Cornell's portal for MEDEX Global Solutions to print a card with the Cornell ID# or to access valuable health, safety, and security information for each country in the world.

[Access MEDEX Now](#)

**IN A MEDICAL EMERGENCY:**
Seek care where you are immediately. Once you are at the medical facility:

- Call MEDEX Global Solutions collect at 410-453-6330. Provide the Cornell ID number located on the MEDEX ID card (see above).
- MEDEX will evaluate the situation and will assist you. MEDEX will alert Cornell University.

**IF YOU ARE ABROAD AND HAVE URGENT HEALTH, SAFETY, OR SECURITY CONCERNS**
Call the Cornell Police at 607-255-1111. Try to remain calm. Provide details about the situation, nature of your university travel (individual, group, etc.), your current location, and any concerns. The police will contact the appropriate individuals or organizations who can assist you.

**IF YOU ARE PLANNING INTERNATIONAL TRAVEL**
While Cornell travelers have access to the many services that MEDEX supplies when traveling on Cornell business abroad, we strongly urge careful pre-planning before you travel in order to minimize the need to utilize these
services. Travel pre-planning should include completion of an Emergency Protocol and Procedure Form containing emergency contact information specific to your location and an emergency action plan. Backup plans are also advised and should include identification of a central meeting place if travelers are separated, identification of an alternate safe haven if the designated location is no longer safe, having a plan in the event that the faculty/staff supervisor are incapacitated, or determination of how to communicate if cell phones are lost, stolen, or non-functional. The International Gateway Travel Resources provides most of the information you need. You may also contact the Office of Risk Management and Insurance for guidance by phone at: 607-254-1575 or by email at: risk_mgmt@cornell.edu or in person at 395 Pine Tree Road, Suite 220.

SHIP subscribers are additionally covered for emergency medical evacuation through SHIP; check the SHIP web page for details on this service: http://www.studentinsurance.cornell.edu/gannett/cms/insurance/ship/index.cfm.

Carry your MEDEX Global Solutions card with you at all times so that if you are unable to call personally for assistance, someone else may call for you. Your parents or emergency contact person should have a copy of these numbers as well. Remember to notify CAPS (607-255-2654; caps@cornell.edu) as soon as medical evacuation is contemplated.

If you have a condition that may result in unconsciousness, please wear a medic-alert bracelet or necklace at all times.

PASSPORTS AND ABSENTEE VOTING

Passports
U.S. passports are valid for ten years from the date of issue, at the end of which time a new passport must be issued. If you already have a passport, make sure it is valid through six months beyond your intended stay in China. If it is not, you will not be able to obtain a visa that extends through your intended stay. Each member of a family must have his or her own separate passport.

Apply for your passport without delay, because the process for obtaining it may take anywhere from several days to a few weeks. To obtain application forms and information, please visit http://travel.state.gov/passport/passport_1738.html. The passport fee is $110 for a renewal and $135 for an original.

To obtain a U.S. passport, go to a Department of State Passport Office or, in some cities, a Federal Courthouse (or County Clerk’s Office). Application forms are also available in many Post Offices. You must present certification of birth in order to prove your U.S. citizenship, or naturalization papers if you are a naturalized citizen. Take along two duplicate photographs of yourself, not more than six months old. They must be passport size: 2x2 inches.

Passports should always be mailed by registered mail, whether within the United States or while you are overseas. You will be required to show your passport when entering or leaving a country or crossing international borders. Don’t leave home without it!

American citizens and permanent residents should register with the U.S. Embassy soon after arrival in China. This will make it easier to have a new passport issued in the event that yours is lost or stolen. You can do it online. Citizens of other countries should register with their Embassy.

Absentee Voting
All registered US voters, including those overseas, are eligible to vote while abroad. The Federal Voting Assistance Program, www.fvap.gov, will provide you with information on all aspects of voting from overseas. Basic Procedures:
• To vote as an absentee, you must complete and return a Federal Post Card Application (FPCA) to request that election materials be mailed to you overseas.
• Some states allow you to print out and mail in the Online Version of the Federal Post Card Application, which can be found at www.fvap.gov/pubs/fpca.html, others require that you request and complete the official version of the postcard.
• Specific instructions for New York voters can be found at www.fvap.gov/pubs/vag/pdfvag/ny.pdf. Specific instructions for other states can be found at www.fvap.gov/pubs/vag.html#ch3.
• All voters should complete and return the application card a minimum of one month prior to the election to ensure that the materials arrive on time.

If you have further questions, or if you have never registered to vote, please refer to: www.fvap.gov/links/statelinks.html, which will link to your state’s board of elections home page. If you encounter difficulties or have questions, please e-mail the Federal Voting Assistance Program at: vote@fvap.ncr.gov.

PEOPLE’S REPUBLIC OF CHINA VISAS

You MUST obtain a visa in order to study in China. Obtain your visa through the following steps:

1. During the spring semester, you will be asked to fill out a Peking University Foreign Student Application form. CAPS will send the completed forms back to Beijing.
2. Peking University will then issue each student an invitation letter and a JW202 form to obtain a P. R. China short term Business visa (F visa). The CAPS-Beida office will forward your invitation letter and JW202 form to you, along with further instructions regarding your visa application. More details on Chinese visa can be found at: http://www.china-embassy.org/eng/ywzn/lsyw/vpna/rap/t900567.htm.
3. When applying for an Business (F) visa, you or a designated agent (e.g. travel agent) will need to go personally to the Chinese Embassy or consulate and present the following:

   □ Your passport, signed, and valid at least 6 months beyond the end of your stay in China.
   □ P. R. China visa application form (V2011A) completed by you (in black or blue ink pen).
   □ Completed and stamped JW-202 form (which CAPS forwarded to you).**
   □ Official Letter of Acceptance from Peking University (which CAPS forwarded to you).**
   □ One recent passport-size photograph (2 if in California jurisdiction), full face, frontal with a plain white or off-white background, 2” x 2” in size. Make sure the resolution is good (not grainy).
   □ Non-U.S. passport bearers shall provide documents valid for at least 6 months that entitle them to reside or work for an extended period of time in the U.S. If you are an international student, you may want to consult your embassy about any other issues over obtaining a PRC visa).
   □ Application fee: for a U.S. citizen, regardless of the number of entries, the regular visa fee is $140; for a non-U.S. citizen, the regular visa fee ranges from $30, $45, to $60 depending on the number of entries. Rush service adds to the cost. Since the Embassy and Consulates do not accept personal checks, you must pay cash or use a money order payable to “Embassy of the People’s Republic of China.”
   □ US citizens may apply for a Multiple Entry "F" Visa valid for 24 months, if they have been issued "F" visa at least twice, and shall submit copies of the former visas.

**Make copies of these documents, as well as your passport, should any discrepancies arise while in China. If you anticipate needing to renew your visa or apply for a double-entry visa while in China, be sure to keep your original JW-202 and Letter of Acceptance and bring them to China. Detailed instructions on how to renew your visa or change your visa status from one-entry to double-entry can be found in CAPS-Beida Welcome Packet.
Please check whether there is a visa stamp issued by the Chinese Embassy in your passport when you receive your passport from the Embassy, Consulate, or travel agent. A former FALCON student had to delay her arrival in Beijing because she assumed she had received the visa from her travel agent, only to discover on the way to the airport that there was no China visa in her passport.

You can get a head start by getting several passport-size photos ready. You will need additional photos during your stay in China, but they can be easily and inexpensively obtained at several shops on the Beida campus during orientation.

TRAVEL ARRANGEMENTS

Students are responsible for their own travel arrangements (see “travel support” on page 8). There are non-stop flights between several cities in the U.S. and Beijing. You may also transit in Tokyo, Seoul, Hong Kong or cities in Europe. U.S. citizens stopping in Hong Kong for 90 days or less do not need a Hong Kong visa. Round trip tickets are normally valid for a six-month or twelve-month period, but you should double check to be sure. **While we do not endorse any particular travel agency**, here are some possible sources of discount or student rates for international travel:

**STA Travel**
The largest student discount travel company in the world, with branches all over the U.S.
[www.statravelgroup.com/where](http://www.statravelgroup.com/where)
1-800-781-4040
Email: go@statetravel.com

Also worth checking out are student discount cards, especially for travel. Two of the more popular ones can be obtained from: [www.studyabroad.com/os/oscards.html](http://www.studyabroad.com/os/oscards.html)

PACKING AND WHAT TO BRING

Do not pack more than you can carry by yourself for at least two blocks unless you have enough money for taxis. The most common mistake returned students report making is taking too much with them. Pack light! You may accumulate a lot of clothing, gifts and souvenirs while abroad, and you will want to bring everything home. Save some extra room in your luggage.
In order to maximize the amount of stuff they can bring to Beijing, though, some students use double-thickness “dish-pack” boxes (rather than suitcases), which you can buy from moving, storage and equipment rental companies. They can be taped shut and then bound with cord. They are just under the size limit for airline luggage, but you should confirm the current size and weight limit for your flight.

Most airlines have, in recent years, changed their maximum allowable weight from 70 pounds per piece to 50 pounds per piece. Please call and confirm weight and size limits. Over 50 pounds, you pay a reasonable additional fee up to 70 pounds, and beyond that the cost is prohibitive.

Be sure to print your name and Chinese CAPS-Beida contact information on the outside in large letters with a marker pen, on at least two sides. The dish pack boxes can be folded flat and stored in your apartment or room after arrival, and re-used for your departure.

More and more consumer products appear in local markets every month. As you pack, however, you might find this list of recommendations from former study-abroad students helpful:

- Battery operated travel alarm clock
- Travel pouch to carry passport and money
- Large backpack for travel during weekends and extended breaks
- Comfortable footwear for walking
- Extra pair of glasses; hard contact lens solution (Hard contact solution and hard contacts appear to be non-existent in China.)
- American Express traveler’s checks
- U.S. postage stamps – for mailing items other students can carry back to the U.S. for you.
- Copy of prescriptions and prescription medicine
- Cold medicine (there are joint-venture products here, e.g. Tylenol), Vitamins, Pepto-Bismol, Deodorant, Birth control items, Tampons
- Favorite brand of toiletries if you can’t live with a substitute
- Sunscreen (hard to find, but not impossible), lotion, Insect repellent
- Towels
- Good socks
- Ziploc bags (you’d be surprised)
- English-language books/magazines
- Lonely Planet Guidebook
- Camera and Film for slides and faster speeds, but ordinary film is cheaper here
- Extra memory cards
- Pictures of yourself (1” x 1” and 2” x 2”) for ID cards and any applications.

MAILING PARCELS

Receiving mailed parcels in China can be quite a hassle. The recipient is usually required to go to the Post Office with his/her passport to claim the package and, depending on the contents of the parcel, one may have to pay some Customs duties. When Customs duties are involved, the recipient must
go to the main Post Office way downtown to claim the parcel. If you must have a package sent to you in China, you should at least wait until you have arrived so you will be on hand to handle it yourself when it reaches the Post Office. If you must take more things to China than the baggage allowance on airlines, it is preferable to pay for the excess baggage rather than to have packages mailed. If you must have something mailed from the U.S., it is much better to use a private express mail courier like FedEx or DHL. Aside from the speed, it also provides computerized tracking and Customs clearance.

CURRENCY EXCHANGE

The only type of currency used in China is the renminbi (RMB 人民币). At some airports in the U.S. and elsewhere it is possible to buy renminbi, but such services will typically not give you a good exchange rate. It is possible to obtain renminbi at the actual exchange rate value at the Beijing International Airport upon arrival at the Customs Hall, either from an ATM machine or the Bank of China foreign currency exchange counter during working hours. You will need a small amount, perhaps 620 yuan (about US$100) for taxi fare (100-120 yuan) from the airport to Beida, and for meals and small purchases the following day, until you have access to an ATM machine on campus during orientation at Beida.

PLANNING FOR SENIOR YEAR: GRADUATION & CAREER SERVICE DETAILS

Graduating the Semester after You Return
As a CAPS major participating in the CAPS-Beida program you are graduating the semester after your return from China. Please inquire College of Arts and Sciences registrar what forms or procedures you need to take care of before leaving Ithaca.

Senior Yearbook
In the past, students have been concerned about not having their picture in the The Cornellian. The yearbook staff now offers a last-call photo shoot session in
late February or early March for graduating seniors. If you have questions, contact The Cornellian at 206 Willard Straight Hall at: (607) 257-2553 or cornellian@cornell.edu.

Commencement
It is a good idea to confirm your commencement weekend reservations before you leave campus. Your family will receive two mailings, in December and February, regarding cap and gown reservations and other important commencement information. Verify that the correct home address is on file at the university and college registrar offices before you leave campus. When you return, be sure that your local address is on file. Contact Connie Mabry, Commencement Coordinator, B13 Day Hall at: (607) 255-9541 or cbml@cornell.edu, with questions or concerns about commencement weekend or visit www.commencement.cornell.edu.

Career Services for Study Abroad Students
On-Campus Recruiting and Summer Job Search: You may wish to attend orientation sessions about On-Campus Recruiting and summer job search before leaving the U.S. These sessions will help you understand what is involved in preparing for your employment needs, especially as a senior away in the fall. If you need to “catch up” (if you’ve missed these sessions), the Career Library in 103 Barnes Hall has an inventory of audiocassettes on topics from past orientation sessions as well as on broader job search topics such as resume writing and preparing for an interview.

CAPS Office Support for Career Fairs: Be sure to leave a copy of your resume with the CAPS office before leaving campus. The office will keep you posted about upcoming career fairs and events, and can in most cases facilitate dropping off your resume with campus recruiters or representatives.
Before You Leave for China

- Register with CCNet and update your profile to receive emails about events and opportunities.
- Make an appointment with A&S Career Services before you leave campus. Work with a career advisor to create a personalized career plan.
- Add your resume to the CAPS Senior Resume Book on CCNet in late August.
- Leave copy of resume with CAPS office. Send updated versions from Beijing as necessary.
- Attend on-campus recruiting and/or summer job/internship orientation workshop. See www.career.cornell.edu/events.html for the schedule.
- Review the multiple resources available at the Cornell Career Services web page, www.career.cornell.edu and visit the Career Services office at 103 Barnes Hall.
- Pick up the Job Search Guide
- Note application deadlines and procedures for internship programs in your career field
- Review resources and directories for domestic and international jobs and internship opportunities.

While You Are in China: Career Services: Computer Connections

- Attend career-related events and speakers.
- Conduct informational interviews with alumni and others in Beijing.
- Accept offer with summer internship employer OR add your resume to the CAPS resume book on CCNet and revisit your strategy with a career advisor.

Arts and Sciences Career Services is the primary resource for A&S students seeking jobs, internships, graduate school information, and assistance with career exploration. Contact information: G55 Goldwin Smith, 607-255-4166, as.cornell.edu/careers

Take a look at the new web pages on International Careers & Opportunities with Chinese language skills!

Primary Career Contacts for CAPS Students

Christa B. Downey
Assistant Dean & Director of Career Services
College of Arts & Sciences
cd238@cornell.edu
607-255-6926

Diane Miller
Assistant Director of Career Services
College of Arts & Sciences
djm15@cornell.edu
607-255-6924
ARRIVAL IN BEIJING

BEIJING INTERNATIONAL AIRPORT

You should arrive in Beijing on or before the dates noted on the Academic Calendar. **Your arrival date, time, and flight number need to be on file in the CAPS-Beida office no later than August 1, 2016.** (Send the information by email to caps@cornell.edu.)

When you arrive at the Beijing Airport, and once you get off your plane follow the signs. You should have received and filled in both a *Health and Quarantine Declaration Form* and an *Entry Card* for immigration on your flight but if not you can find them in the airport after you land. Your first stop will be “Quarantine” (检验检疫). **NB: An affirmative answer to any of a list of specific medical conditions and symptom and condition questions, no matter how innocent-seeming, could result in your being held by airport security, interrogated, and sent back to the U.S. on the next available flight.**

You will next go through a passport/visa checkpoint. Make sure you join a line for “Foreigners” unless you hold a Chinese passport. After clearing immigration, make your way down to baggage claim. Baggage carts are available free both in the baggage claim area and outside the departure hall. After picking up your baggage, proceed through Customs (海关). Unless you have something to declare, go through the green line. You may get your bags x-rayed. Notebook computers can be brought in without paying Customs duties. If Customs makes you declare anything, just fill out a form stating that you will leave China on such-and-such date with the declared items.

To get a hold of some Chinese cash, wait until you come out of customs and into the main lobby of the airport. (There are money exchange booths in the baggage claim area, but they charge an extra service fee.) As you enter the lobby, there will be regular bank windows where you can change cash and traveler’s checks; there will also be ATM cash machines that accept U.S. credit and debit cards. Look for a “Cirrus” or VISA logo on the ATMs. You can make international calls from payphones but you must purchase a card.


GETTING TO PEKING UNIVERSITY (BEIDA)

We strongly recommend that you arrive on one of the designated arrival dates specified by the CAPS-Beida office – August 31-Sept. 1, Monday-Tuesday. On these dates, one of the CAPS-Beida staff members will meet you at the airport upon arrival. If you plan to arrive early or in case there’s an emergency and they can’t meet you, below are detailed directions on how to get to our recommended hotel from the airport. In either case, we suggest that you contact our CAPS-Beida staff members as soon as you arrive in Beijing.

The Beijing International Airport is in the northeast of the city, and Beida is in the northwest. You can get from the Beijing Airport to the Beida campus area by taxi (all taxis are metered) or by a combination of bus and taxi. Taxis
at the airport are regulated. They line up and pass a taxi stand monitored by a dispatcher. Passengers also line up, but the wait is usually no more than five minutes. The taxis cost an initial charge of 10.00 yuan, and then 2.00 per kilometer. All taxis should have the fare clearly posted on the back right hand side window of the vehicle. Most taxi drivers are honest and easy to deal with, but there are some who try to take advantage of likely targets. Don’t get in an unmarked vehicle that is operated by a private individual, which is called a Hēichē 黑车 in Beijing. Such people will approach you as you are moving to the taxi or bus lines, or even hustle you inside the terminal. Their services often cost more than regular taxis, and in any case are illegal and unsafe.

Taxi fares between the airport and the Beida campus should be in the 90-120 yuan (US$14-19) range, depending on the traffic, and the trip should take less than one hour. There is no need to bargain. You’ll hear a recording when the driver starts the meter. If a taxi driver refuses to start his meter, write down his registration number (posted on the dash), and demand that he stop and let you out. Such a demand will usually cause him to start his meter and behave himself the rest of the trip. At the end of your trip you should pay the amount on the meter plus the 10 yuan Airport Expressway toll. Keep the print-out of the taxi receipt (fāpiào 发票) in case you left something in the taxi.

It’s good to show the driver right away that you speak Chinese and to let him know that you know what you are doing and where you are going. Your destination is Beida and that should be sufficient to get the driver on his way and on the proper route. However, you should know that the best route from the airport to Beida and the hotel is via the Fourth Ring Road (Sìhuán 四环路) to Yihéyuán Lù (颐和园路) from Hǎidiàn Qiáo 海淀桥).

The closest Beida school gate to SIS is the West Gate (Xīmén 西门) on Yihéyuán Road. (颐和园路). If you are coming without an escort from Beida or CAPS, get out at this gate and call the CAPS office for someone to escort you in. Be sure to arrange your arrival time in advance. CAPS office phone: 6276-7887.

In a taxi, you can also get to campus through the Little West Gate (Xiǎo xīmén 小西门) (south of the West Gate (西门)). Ask the driver to take you through the Little West Gate straight ahead for about 100 meters, and turn right (right past the first large dormitory-looking building that you see). You’ll see the SIS on the left-hand side of the road, and less than 20 meters down you will see Sháoyuán (勺园), the foreign student dormitory at Beida. The Cornell (CAPS-Beida) Office is located in B102 of the SIS building. If you get lost, just call our staff at 6276-7887.

The beautiful tree-lined campus of Beida has many scenic areas and historic buildings. It is located in the university district in northwest Beijing. Situated west of Tsinghua University (清华大学) and the Beijing Language and Culture University (北京语言文化大学), Beida is serviced by many bus lines and is not far from the Wudaokou Station (五道口站) of the light rail system (轻轨) that connects to the Beijing subway system.

The Cornell CAPS-Beida Office is located in the SIS, School of International Studies (Guójì guānxi xuéyuàn or Guóguān xuéyuàn for short, 国际关系学院，简称国关学院), in the western section of Beida campus (see “CAPS-Office Contact” on page 3).
GETTING SETTLED

SAFETY AND RECOMMENDATIONS

While abroad, nothing is more important than your personal safety and security! Temper your admirable spirit of adventure with care and precaution. Our world has shrunk through mass communication and technology, but the global village is neither uniformly safe nor always user friendly. To stay in tune with general safety and security issues, you are strongly encouraged to read regularly the website of the U.S. Embassy in China: http://beijing.usembassy-china.org.cn/.

US Citizen Registration
CAPS Students are strongly encouraged to register with the U.S. Embassy upon arrival in Beijing. For more information on registering go to: www.travel.state.gov/travel/abroad_registration.html.

U.S. Embassy in Beijing
Address: No.55 An Jia Lou Road, Chaoyang District (At the Tian Ze Road Intersection of An Jia Lou Road (天泽路和安家楼路交汇处), close to Ladies’ Street (Nüren Jie 女人街) and Laitai Flower Market (莱太花卉市场), opposite the Kempinski Hotel (凯宾斯基饭店) and Lufthansa Shopping Center (燕莎友谊商城)).
Tel: (86-10)8531-4000   Emergency Number: (86-10)8531-4000
Fax: (86-10)8531-3300   Email: amcitbeijing@state.gov

The American Citizen Services section is open every Monday through Friday, except holidays, between the hours of 8:30am-12:00pm and 2:00pm to 4:00pm and Wednesdays between the hours of 8:30am-12:00pm. Be sure to bring your passport for identification when you go.

FYI, the following is taken from the Living & Traveling in China section of the Embassy’s Home page:

Travel registration is a free service provided by the U.S. Government to U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. You may update your contact information at any time, making it easier to keep your information current. Americans residing abroad can also get routine information from the nearest U.S. embassy or consulate.

Remember These General Safety Recommendations
• Be as inconspicuous as possible in your dress and behavior.
• Stay in touch with the CAPS-Beida Office staff.
• Be careful about divulging information about yourself and your program to strangers.
• Be aware of the people and circumstances around you and report any suspicious behavior to the program staff.
• When you travel, leave your itinerary and contact information with the CAPS-Beida Office staff, your family or someone who can be contacted in case of an emergency.
• Have sufficient funds on hand to purchase a return ticket home.
• When traveling, do not leave your bags unattended and do not agree to transport a package, parcel, or suitcase for anyone.
• Avoid political demonstrations.
• Keep copies of your credit cards, passport and other important documents to expedite cancellation and replacement in the event they are lost or stolen while you are abroad.
• Enter an emergency contact number into your cell phone under the contact name “ICE” (in case of emergency).
**Personal Safety in Beijing**

One negative aspect of economic modernization in China is a rising crime rate. Some people say the influx of outsiders – including unregistered migrants – has brought social problems to Beijing. However, in comparison with many large cities in the United States, Beijing has a much lower rate of crimes involving bodily assault. Of course, reasonable caution should be exercised, especially for female students. Don’t go out alone late at night (after 10:00pm). Don’t take a Heiche (黑车) instead of a licensed taxi. Asking a stranger for a ride and giving a ride to a stranger are both rare and odd in Beijing. If you are lost somewhere, you can ask a passerby for directions, take a regular taxi and tell the driver where you are going, or call your teachers or friends to help you.

Theft of personal property could sometimes happen, so you should take special care with your valuables, and have as few of them around as possible. For example, don’t put too many valuables in the locker when you go to the gym.

When walking in crowds, or riding in a crowded subway or bus, keep your wallet and cell phone out of reach of possible pick-pockets by carrying them in your front pocket. Don’t carry your bag with your valuables in it in your bicycle basket when riding. In general, do not carry passports (although it’s good to have a photocopy of your passport with you whenever you’re away from home), credit cards, driver’s licenses, etc. around when you do not expect to need them. Incidents of loss are rare, but they are big headaches when they do occur. Make sure that you secure valuables in a safe place in your dorm room.

Almost every American student agrees that the most horrible thing in Beijing is the traffic. You will need to pay careful attention to all directions when you cross streets, and it’s best to abide by all traffic regulations when walking or riding your bike. You will find that many Chinese people do not obey traffic laws, but following their example can be life-threatening. Chinese bicyclists never wear helmets, but don’t hesitate to wear one when riding a bicycle.

The most dangerous kind of situation that one can get into is skirmishes with gangs of young hoodlums, who lurk around inside and outside of nightclubs and sometimes operate in cahoots with taxi drivers. Though rare, there have been incidents involving adventure-seeking foreign students, who are sometimes especially targeted by such gangs. More often than not, alcohol is involved. Do not frequent establishments (nightclubs, bars, etc.) that are secretive or underground. If you must satisfy your curiosity despite our warnings, be sure to have several friends along, and stay alert.

The Beida campus is relatively safe, but many areas are not well-lit after dark. A reasonable degree of caution is advised.

**Sexual Harassment**

As in the United States, sexual harassment can arise anywhere. Be sure to contact the CAPS-Beida Office Resident Director and CAPS Office (in Ithaca) if you are experiencing difficulties.
HOUSING AT SHAOYUAN

All CAPS majors participating in the CAPS-Beida semester are required to stay at Beida Foreign Student Dormitories, Shaoyuan (勺园). Each room in the three-bedroom suites is furnished with a bed, a closet, a desk, and internet access. Each suite also comes with a shared bathroom and a small sitting room with bookshelves, a TV, a table, and chairs. There is no kitchen, and if you need a refrigerator, you will have to buy one yourself. On-site facilities include a public laundry, a post office, a coffee shop, and a restaurant. It is quite convenient living there. Demand for Shaoyuan dorms is very high. Most of the dorms are occupied by long-term foreign students who will stay there for three to four years. CAPS students will be randomly placed in the available rooms, based on their gender of course. Keep in mind, however, that CAPS students may or may not be assigned bedrooms in the same suite.

The estimated housing bill at Shaoyuan is RMB17,000 for the fall 2016 semester (RMB140 per night).

Students are expected to pay rent for their entire stay, plus a RMB 200 key & furniture deposit, in cash, within the first week upon arrival in the dormitory. Important: Please make sure you obtain receipts for all transactions with the dormitory. For your rent receipt, make sure that your name and room number are correct, that it includes the correct total amount of your rent, and the correct beginning and ending dates of your stay. Do not lose this receipt; bring it in to the Cornell Beida office to make a copy, and keep your copy at least until the end of the semester.

MONEY – HOW TO GET IT, HOW TO KEEP IT

Most students find that ATM cards are the best way to access cash on a regular basis, withdrawing it directly from your bank account at home. You can usually withdraw up to 2,500 Yuan in cash. Other options include: exchanging traveler’s checks and foreign currency, opening a Bank of China (BOC) account to receive wire transfers, and cashing personal checks. Below are the logistics, advantages, and annoyances of each option.

We strongly recommend having two U.S. bank accounts from which to access your money with ATM cards. If you lose one card, you will still have the other account and card to use while waiting for your replacement card.

You can use your U.S. bank ATM or credit card to obtain RMB at some ATM machines, including some right on campus, with the closest one about 300 meters away from the SIS building. Others are located in the Yannanyuan (燕南园) shopping area on campus, at the bank there. The nearest Bank of China is just outside the Southwest Gate,
right next to the Ziyuan Hotel (资源宾馆), about a 10 minutes walk from SIS.

One advantage to using an ATM is that you supposedly receive the best exchange rate available. A disadvantage is that service charges and fees may vary. One of the easiest options is to open a Bank of America account while in the United States. Bank of America has a partnership with China Construction Bank (CCB – 中国建设银行), which is one of the largest providers of ATM machines, all of which use the Yinlian network (See below description). The nearest CCB is about 15 minutes away walking. Go out South Gate, make a left, and walk down to the corner. Another bank used has been HSBC, which has branches near Carrefour (about 25 minutes walk).

Regardless of the bank used, take and keep your transaction receipts, even when the transaction is cancelled, because sometimes your account in the U.S. may be debited for a non-completed transaction, even though you did not receive the cash. There is a daily withdrawal limit of 2,500 yuan, so always get the maximum amount available. If you need a large amount of cash right away, it’s best to go with Plan B (see other advice in “money” section).

**Using Chinese ATM cards in China**

It is possible to open an RMB account (for a RMB 10 yuan charge) that will include an ATM (debit) card that will work virtually anywhere in China. China Construction Bank (CCB – 中国建设银行) is one of the main ATM card suppliers with this service. All you need to open the account is a passport and a local phone number (a cell phone number will do). The cards they provide will work on ANY machine, nationwide, supporting the YinLian (银联) network. The YinLian symbol is red, blue, and green and is found on the vast majority of ATMs in China (Bank of America ATM cards also work wherever CCB cards are accepted). Withdrawal charges are zero at any CCB ATM, and approximately RMB 2 yuan at non-CCB ATMs. Other banks should also offer the same service, since their ATMs support the YinLian network. If you are traveling a great deal in China, this is a convenient and economical way to ensure easy access to RMB whenever you need it, wherever you need it. It is also safer than carrying large amounts of cash. Additionally, many major shopping centers in China now accept the YinLian card as a form of payment (assuming you have enough money left in your account).

**ATM Lessons Learned:**

1. **HOLD ON TO YOUR RECEIPTS.** Whenever you use an ATM or credit card, SAVE YOUR RECEIPT. Some machines and vendors will print your entire card number on the receipt, information that you do not want passed around.
2. Don’t wait until you have only one kuai left in your pocket before you go to get more cash. Anticipate your needs so that if you run into technical problems you can still afford to eat dinner.
3. A suggestion: if you use an American ATM card (Bank of America/HSBC/etc.), you may want to have a joint account with your parents or guardian so that they may deposit money if needed.

**Exchanging Traveler’s Checks and Foreign Currency**

This is a fairly painless process and always reliable. Even if you’re planning on using an ATM on a regular basis, you might want to bring US dollars in cash or traveler’s checks as an emergency/fall-back plan, especially for times when you might be traveling to provinces or cities where ATM technology is less reliable or non-existent. You can do this at any Bank of China (中国银行), at the CITIC (中信银行) on Zhōngguāncūn Lù (中关村路), at the Friendship Store on Jiànguóménwài Dàjiē (建国门外大街) in Cháoyángqū (朝阳区), and at many more locations. One disadvantage is that your exchange rate may be less favorable than the ATM rate.

Make sure you bring your passport with you. Some banks require that you show them the “check register” with the serial number on it as further proof of CitiBank (花旗银行) your ownership. The only other annoyance is the possibility that you’ll have to wait in line… but you will get used to this after a few weeks in Beijing.
Opening a Bank of China Account
All you need is your passport and at least one kuai to deposit into the new account. This is probably the easiest and most convenient way to deal with your finances while in China. It is best to bring cash or traveler’s checks to get started and then wire yourself money. Wire transfers usually take about one week.

You can open an account that allows you to manage both foreign currency and RMB. At the bank ask to open a yīběntōng (一本通) account. Tell the teller that you want to receive foreign currency deposits and also have money wired from abroad. Bank of China just started charging for receiving wires from abroad and the charge is per transaction, not per amount wired, so it is most economical to wire in larger amounts. Check with your bank at home to find out the service charge per wire transfer transaction. Often local credit unions charge much less than larger banks for such services. Once you get to China and open your account you need to provide your home bank the local bank routing number and your account number and name. If you can get something set up with your local bank you may be able to wire yourself money online. The exchange rate is higher for money wired from abroad (huìhù 汇户) than it is for foreign currency cash.

Local accounts are those that may only receive RMB deposits, so if you have U.S. dollars to deposit you’ll have to exchange them first (at the less favorable exchange rate) before making a deposit. With a local account you can receive an ATM card that you can use at BOC and other banks’ ATMs (see above). If you have both a local and an international account, it is easy to transfer money from one to the other, and you receive the best exchange rate, though you’ll need to show your passport to do so. If you have any problems (i.e., lost PIN numbers, lost ATM card, etc.) be prepared to become intimately acquainted with long lines as well as China’s less-than-ideal service standards. Former FALCON students claim that they have fewer problems using a local card than their classmates who use international cards.

Cashing Personal Checks
With an American Express card you can cash a personal check at the American Express office in the Guómào dàshà (国际贸易大厦) downtown on Jiànguóménwài Dàjiē (建国门外大街) in Cháoyángqū (朝阳区) (a thirty-minute, 35 yuan cab ride during non-rush hours, or 5 yuan via Light Rail and subway), or at the Bank of China in Xīdān (西单). Again, bring your passport. Also, you should check with American Express before leaving for China to confirm that you will be able to use this method. Some students have run into trouble because their cards fell into the category of “student cards”, which apparently do not enjoy this personal check-cashing privilege. Try to get your credit limit increased with American Express before coming to China. This may increase the likelihood that you can use this method.

Cash Advance on Your Credit Card
This option should be used in emergencies only – at most banks the interest will start compounding on your “withdrawal” immediately… However, in an emergency, it is a reliable way to come up with a lot of cash quickly. You can do so at the CITIC on Zhōngguāncūn Dàjiē (中关村大街) in Zhongguancun, and also at the main Bank of China downtown. Bring your passport, and be prepared to pay service fees to the local bank.

A Note on Credit Cards
Many students suffer from culture shock making the transition from America’s “plastic” economy to China’s “cash” economy. Though credit card transactions are becoming more common, most students find that one needs cash to buy things most of the time. Exceptions include: large shopping malls such as Dangdai (当代), Shuang’an (双安), Xidan (西单), Lufthansa Center (燕莎), IKEA (宜家), the Friendship Store supermarket (Jiānguóménwài 建国门外友谊商店), Carrefour Supermarkets (家乐福超市), Beijing United Family Hospital (北京和睦家医院), major hotels and their accompanying restaurants and some travel agencies geared toward foreigners. This is not a complete list, but the reality is that you will use cash to buy everything from groceries, cell phones, and furniture, to train and plane tickets, and to pay for apartment security deposits and rent. If you are somewhere where you can use a credit card, then can get it cheaper at a place that accepts only cash.
DINING AND SHOPPING

There are many restaurants and student cafeterias on the Beida campus, and plenty more outside. CAPS-Beida Office will provide a complete list of Beida dining halls and restaurants in your Welcome Packet. Notable cafes include The Bridge Café, Sculpting in Time, and (of course) Starbucks, all of which are located in Wudaokou (五道口).

A shopping guide will be included in your CAPS-Beida Welcome Packet upon your arrival in Beijing. There are small convenience stores scattered around campus. Several local supermarkets are close by. Two foreign-operated large supermarkets are 12-15 Yuan by taxi from Beida.

TRANSPORTATION – BUSES, SUBWAY, TAXIS AND BICYCLES

There is no lack of transportation options in Beijing! Buses crisscross the city and are the most affordable way to get around at 1-2 Yuan a ride. They also travel far out into the countryside around Beijing. Buy the Beijing traffic/bus route map (北京交通游览图 Běijīng jiāotōng yóulántú) from any local bookstore or vendor on the street, and all of your “How do I get to X?” questions will be answered. Of course, your teachers will become your best resource.

Many bus lines stop in front of the east and west sides of the Beida campus. A mile east of the Beida East Gate (北大东门) on Chengfu lu (成府路) is the Wudaokou (五道口) stop of Light Rail (qīngguǐ, 轻轨) Line No. 13, formally known as Beijing subway line 13 (地铁十三号线). Line 4 (sìhào xiàn 四号线) pass just in front of the Beida East Gate. A mile south of the Beida West Gate (北大西门) on Haidian Nan lu (海淀南路) is the Suzhoujie (苏州街) stop of Line 10 (shihao xian 十号线).

Taxis are also a convenient way to get around town. Taxis start at 10 yuan and increase by 2.00 yuan per kilometer. A ride across town or downtown should cost about 35 yuan (US$5.00).

Compared to taxi cabs, however, the subway is not only less expensive but also more reliable in terms of travel time, especially during rush hours. A single ride costs 2 Yuan.
with Dōngzhímén Subway Station (东直门地铁站) to the northeast corner of Beijing on a 45-minute ride. The fourth subway line is called the Batong Line (bātōngxiàn 八通线) to Tongzhou District (通州区) in the suburbs of Beijing. Line 5 (wǔ hào xiàn 五号线) cuts across the entire city from North to South at Dongdan (东单) and Yonghe Lama Temple (雍和宫). Line 10 runs through the north part of the city and turns toward the south at Sanyuanqiao (三元桥). It connects the Hǎidiàn huángzhuāng (海淀黄庄) area to the central business district and the World Trade Tower (中央商务区/国贸) area. The Olympic line connects Line 10 to the Olympic Village (奥运村) area. Line 4 that passes by Beida East Gate runs through the east part of the city and turns toward south at Xinjiekou (新街口). More information on the Beijing subway system is available at [http://www.bjsubway.com](http://www.bjsubway.com).

The airport light railway starts at Dongzhimen (东直门) subway station and connects the city's subway system to the Beijing capital airport. One-way tickets for the airport light railway cost 25 Yuan.

Most students opt to buy bicycles. A used bike costs 80-200 yuan (US$12-30), with new ones starting at about 200 yuan (US$30). Bikes are a very practical way to get around Beida and the Haidian District. There are scores of small bike repair stands in and around Beida. Bike theft is a major problem at Beida and elsewhere, so most students opt to buy very beat-up bikes and invest in solid cables and locks.

**COMMUNICATIONS**

It is easy to spend lots of money on telephones and the Internet before realizing that there are more affordable ways to it. Save yourself the trouble and learn from the mistakes of past students.

**International Phone Calls**

Dial: 00 – country code – city/area code – number; an example to the U.S.: 001-309-555-1234

Calling overseas is best done with an IP card, the rate of which is significantly discounted (but still not as affordable as calling China from the US, so the best way is to ask people in the US to call you). An IP card is a prepaid card. You call a local access number, enter an account number from the back of the card, and then dial overseas from any phone. If you are using a public phone you’ll also need an IC card to place the call. An IC card is not needed when you are calling from a hotel room, although the hotel might charge you local call charges, which are insignificant. Instructions on the back of the card and voice prompts when you dial up are all in English. The cards can be bought anywhere you see the letters “IP” displayed. The real price is usually much lower than the card's nominal yuan value. They are hugely discounted – many vendors sell 100 yuan IP cards for only 35 yuan. Calling the United States, a 100 yuan card will last around fifty minutes, plus it gives you a one-minute warning, which the “201” cards fail to do.

**Cell Phone**

Q: Should I bring my cell phone to China? Should I buy a cell phone when I arrive?

A: Cell phones are very convenient and inexpensive here in China. It is hard to find a Chinese in Beijing who does not have a cell phone. Many students find that once they get involved in classes and activities, they are seldom in their home to take calls, so cell phones allow students to stay in touch with new friends and contacts. Many students have only a cell phone, and no home phone.

If your current cell phone is a GSM phone with a detachable SIM chip, then you can purchase a new SIM chip in China to use your current phone there.

Most foreign students in China elect to buy a cell phone upon arrival. There are many cell phone shops just outside
of Beida. Phones range in price from 600 yuan (US$95) for a plain vanilla Nokia 3710 with carrying holster to over 5,000 yuan (US$794) and more for state-of-the-art CDMA Internet-compatible phones. A SIM chip (the phone number) costs about 50 yuan (US$8).

There are two big cell phone service companies in China now, China Mobile (中国移动, Zhōngguó yídòng) and China Unicom (中国联通, Zhōngguó liántōng). China Unicom’s fees are lower, but the strength of its signal is not always consistent. China Mobile offers several kinds of accounts, varying by the kind of phone number you purchase. Most students prefer to buy Shénzhōuxíng (神州行) number accounts, with which you can call overseas directly without an IP card. Be careful when you buy your number, as some former students have wasted money on numbers that didn’t have direct access to overseas lines. Shenzhouxing numbers generally start with the prefix 136.

Shenzhouxing operates on a pre-paid phone card system, so you never get a bill. You only need to buy the pre-paid cards, called Shénzhōuxíng chōngzhíkǎ (神州行充值卡). Depending on usage, most students get by on 100 RMB/month (~$16 US).

In general, the Shenzhouxing number charges 0.6 yuan (US$ 9.5 cents) per minute, calling or receiving. But there are some ways you can save money:

1. **Dial 12593 before the number you are calling.** The fee is lowered to about 0.3 Yuan per minute.  
   - If you are calling a Beijing local home number, dial: 12593-010-home number;  
   - If you are calling a Beijing cell phone, dial: 12593-cell number;  
   - If you are calling a home number outside Beijing, dial: 12593-city code-home number;  
   - If you are calling a cell phone outside Beijing, dial: 12593-0-cell number.

2. **Apply for a call receiving plan.** Send the text message “KTCTWY” to the number 10086, and you can get unlimited minutes for receiving calls at the cost of 10 Yuan. If you want to cancel this service, just send the message “QXCTWY” to 10086. The service will begin the month after you apply.

3. **Send text messages (短信 duǎnxīn) instead of making short calls.** With a Shenzhouxing number, sending a text message costs you 0.15 yuan to China Mobile numbers and 0.20 yuan to China Unicom numbers. You will find in China that text messages are much more popular than they are in the US. There is an entire culture of text messaging in China, similar to that of email in the U.S.

4. **It’s no use crying over lost phones.** The most important thing to know is that when you lose your cell phone or discover it stolen, you need to contact your customer service center immediately to declare the loss (挂失 guàshī). When declaring a loss, you must present your original proof of purchase and SIM card pin number, so don’t throw these away after buying your phone. This way you can retain your original phone number and merely pay a small fee for the replacement SIM card which you can easily install into your new phone. You also save the money on your SIM card, if your thief hasn’t already spent it for you. Customer Service Center (服务中心) contact information should be listed in your original information packet that you received when you purchased the phone.

**Fax**

Fax service is available at the business center of Shaoyuan (勺园), Beida Foreign Student Dormitories where all the CPAS students will be staying in the fall semester.

**Accessing the Internet**

Q: Where can I access the Internet? Where can I check my e-mail?

A: The Beida Foreign Student Dormitory rooms are furnished with broadband Internet access.
Before using it, you’ll need to go to the Beida Computer Center to apply for an account; the monthly cost is RMB120 for unlimited access.

In China, wireless networks are not as common as in the US. Some places you can get wireless network access include the main library at Beida, and some coffee shops such as Starbucks (xingbake 星巴克) and Sculpting in Time (diakeshiguang 雕刻时光) in Wudaokou (五道口). There are many Internet cafes around the Haidian District (海淀) just outside the University. The price for Internet use in these locations is 5-10 yuan per hour, and the speed is usually very fast. If you haven’t done so already, you may wish to set up a free email account on the Web at gmail.com, yahoo.com, etc., which might be easier to access inside China. You can also access the Internet using the computers at the Beida Computing Center.

**COMPUTERS ABROAD**

**Laptop Computers**
If you have a laptop computer and decide to bring it with you:

1. Be aware of the differences in the electric current in China, and the impact that can have on the power source for laptop computers or other electrical equipment. Many power cords have built in voltage converters; check the voltage range noted on the converter box. If necessary, you may want to purchase a high quality external converter.
2. You may need to buy an electrical socket adapter for China. These are available at most convenience stores, including the ones on campus.
3. Update your laptop computers with the latest anti-virus inoculations, and backup- hard-drive, before leaving!
4. Register the laptop with U.S. Customs before you leave the USA.
5. Keep your laptop in sight at all times in airports. Laptop theft schemes are prevalent in airports, especially at security metal detectors and conveyor belts. Do not put your laptop onto the conveyor belt until you are sure that you will be the next person through the metal detector.
6. Consider insuring it. Laptop thefts happen abroad, too.

**Cornell E-mail Account without Bear Access**
If you will be accessing your e-mail through a non-Cornell account, it is highly recommended that you have your Cornell e-mail forwarded to another e-mail account. Here’s how:
1. Go to [www.whoiam.cornell.edu](http://www.whoiam.cornell.edu).
2. Click “electronic mail” in the top margin.
3. Follow the instructions to enter the e-mail address to which you would like your Cornell e-mail forwarded. 

**Please note:** In order to ensure that CAPS can reach you via e-mail while you are overseas, it is extremely important that you use one of these methods of e-mail access. If you will be unable to use one of these methods, you must indicate an alternate address to CAPS.

**LIBRARY PRIVILEGES**
The Beida Main Library can be used by CAPS students. CAPS-Beida office can arrange for its students to obtain a Beida library card, which requires a deposit and an annual fee. For quiet study, CAPS students can also access the SIS (国关学院) reading room.

The management of the central library and the innumerable smaller departmental libraries at Beida is typical of all universities in China, in that they are highly compartmentalized. Various reading rooms have different hours and rules concerning circulation of books.
Cornell Library has made a special arrangement for the CAPS students: Before leaving for Beijing, a Cornell library staff will use research topics from the outgoing students as examples to introduce you to resources/services at Cornell. Upon arrival, Beida Library staff will provide, in English, a general orientation to library privileges, collections, services, and study spaces. During the semester, subject experts of Beida Library will host additional sessions to highlight unique collections and databases pertaining to the specific research areas of the CAPS group. There will be a designated library contact for research support during your stay.

PHOTOGRAPHS

You will need to have a few photos of yourself (1” x 1” and 2” x 2”) for student IDs, permits, and other purposes. If you already have some on hand bring them along; if you find yourself arriving without them, don’t panic. Photos can be taken quickly and inexpensively on campus at Beida.

WEATHER

The weather in Beijing varies considerably during the year, from hot and humid summers to dry and cold winters. The average temperature during the winter months of December to March is -7 to 5 C. The spring in Beijing is short, but mild with an average temperature of 10 - 24 C. It’s very windy in the winter and the spring. Beijing has had a reputation for severe dust storms since 1999, although they don’t occur every year. Summers in Beijing are very hot and muggy with temperatures in the 20 - 31 C range. Fall is the nicest season in Beijing, with crisp temperatures ranging from 6 - 18 C.
HEALTH AND FITNESS

There is a fitness center and a large indoor pool on Beida campus. There are also several health clubs near Beida. Additional information on these facilities will be provided in the “CAPS-Beida Guide to Medical Facilities and Health” section of your Welcome Packet.

If you have ANY type of medical problem, please immediately notify CAPS-Beida Resident Director.

Beida Campus Hospital

If you hold a Beida Student or Staff ID card, you are entitled to use the Beida Campus Hospital for common colds, fevers, dysentery, cuts, and other similar ailments, but this is not where one goes for really serious medical problems that may require surgery or other radical treatment. That said, the sophistication of some of the equipment here, e.g. blood scanners, is better than those in many U.S. clinics and hospitals. You cannot beat the price, either.

Upon your initial visit to the Campus Hospital, purchase a Hospital Record Booklet at the Registration counter (挂号处). You will then be guided to an appropriate specialist for your concerns. After you are examined and if you are given a prescription (yàofāng 药方) for your ailment, pay for the mediation at the cashier before picking it up at the pharmacy (yàofáng 药房).

Western Medicine Hospitals in Beijing

For serious medical problems, we recommend the Peking Union Medical College Hospital (PUMC, 北京协和医院) and the Beijing United Family Hospital (BUFH 北京和睦家医院). PUMC is the best teaching hospital in China and has leading medical experts on staff; BUFH is a for-profit foreign-based full-service hospital, with several foreign doctors and is organized and managed like a U.S. hospital, with pricing to match. Seeing a doctor at one of the expat-oriented hospitals/clinics mentioned below can run up to US$100 or more per visit.

If you think your ailment may require hospitalization, please take your cell phone and its charger unit, several changes of underwear, toiletries, textbooks, dictionaries, tapes or CD’s, and anything else that you normally take when spending a few days in hospital.

Peking Union Medical College Hospital - PUMC (China Academy of Medical Science-Beijing Hospital)
Special Care Medical Center

北京协和医院 (Xiéhé yīyuàn) 特需医疗部 (Tèxū yīliáo bù)
1 Shuí Fu Yuan, Dong Cheng District, Beijing 100730 (北京东城区帅府园 1 号)
Tel: (010) 6529-5169 Clinic; (010) 6529-5284 Fax: (010) 6529-5271/5283
The actual entrance to PUMC is off Dongdan Bei Jie (东单北大街), just north of Dongdan San Tiao (东单三条), about 250 meters north of Chang’an Dong Da Jie (长安大街) and the Dongdan Subway Stop (东单地铁站), or 100 meters north of the Xīntiāndì Shopping Center (新天地广场). Registration fees run 90, 200 and 300 yuan, depending on whom you see.

Beijing United Family Hospital
北京和睦家医院 (Běijīng hémùjiā yīyuàn)
2 Jiāng Tai Lu, Cháo Yang District, Běijīng 100016 (北京朝阳区蒋台 2 号)
Tel: (010) 6433-3960/1/2/4/5 (24-hour number); Emergency: (010) 6433-2345
Fax: (010) 6433-3963
Email: liaison@ufh.com.cn

The BUFH is located on the east side of Beijing in the Cháoyáng District (朝阳区), set back off the road behind another building, down the street from Lido Hotel. BUFH has a range of emergency and non-emergency medical care as well as dental and gynecological services, as well as a pharmacy stocked with Western medicine, just about all of which are now produced locally in China either by local pharmaceutical companies or by joint ventures.

China-Japan Friendship Hospital
中日友好医院 (Zhong-Ri youhao yiyuan)
Yīnhuá Dōngjiē, Hépǐng Jiē, Cháoyáng District (朝阳区和平街樱花东街)
Tel: (010) 8420-5288/5299
Fax: (010) 6421-7799
Email: admin@zryhyy.com.cn Website: www.zryhyy.com.cn/Hospitals/Main

Western Health Clinics in Beijing
Both of the following clinics have Western and Western-trained doctors and nurses on staff, but if you have a complicated problem, they will probably refer you to either BFUH or PUMC.

International Medical Center (IMC) (24 hours a day)
国际医疗中心和牙科诊所
Room 106, Beijing Lufthansa Center (east side of Kempinski Hotel)
50 Liángmaqiāo Lu, Cháoyáng District (北京燕莎中心凯宾斯基饭店 朝阳区亮马桥路 50 号)
Tel: (010) 6465-1561/1562/1563; Dental: (010) 6465-1384/94
Fax: (010) 6465-1961

International SOS (Medical Emergency and Evacuation Service) (24-7)
北京亚洲国际紧急救援医疗服务中心
Building C, BITIC Leasing Center
No. 1 North Road, Xīnfū San Cūn, Cháo Yang District, Běijīng 100027 (北京朝阳区幸福三村北街 1 号北信租赁中心 C 座 100027)
Tel: (010) 6462-9100 (24-hour Alarm Center); 010-64629112 (appointments)
Fax: (010) 6462-91111 Website: www.internationalsos.com
Traditional Chinese Medicine (TCM)
If you believe that TCM would be the thing to treat your ailment, especially sprains, internal aches and hard-to-cure illnesses, several former students highly recommend the Pingxintang TCM clinic.

Pingxintang TCM Clinic
平心堂
218-2 Wangfujing Da Jie, Oriental Plaza, West Wing 3rd Floor
(东城区王府井大街 218-2 号 东方广场西配楼三层)
Tel: (010) 6523-5566 Fax: (010) 6523-6611
Email: yjzx@cuiyueli.com Website: www.cuiyueli.com

Pingxintang TCM Clinic (平心堂) is located on several floors of an office building on the north side of the Oriental Plaza complex (东方广场), about 200 meters from Wangfujing subway station.

Appointment with a specific doctor should be made ahead of time. All the TCM doctors there have decades of experience and many are leading authorities in their specialties. One former student spent hundreds of US dollars on expensive but inconclusive tests at Beijing United Family Hospital (北京和睦家医院) for a mysterious intestinal pain; he was later successfully diagnosed and treated at this clinic, at a fraction of the BFUH cost.

Prescriptions, Medicine, Vitamins
It’s a good idea to bring a supply of your favorite cold medicines, anti-diarrheals, vitamins, etc. just to save yourself the trouble of finding it in Beijing, though if you look hard enough you just might (try Watson’s, on the northwest corner of Chengfu Lu (成府路) and Zhongguancun Dong Lu (中关村东路), just outside Tsinghua East Gate (清华东门). Unless you are sure you can refill prescriptions – including birth control – in Beijing, bring a full supply for your entire stay with you. At a minimum, bring your doctor’s prescription with you. There is a 24-hour pharmacy at the intersection of Chengfu Lu (成府路) and Zhongguancun Dong Lu (中关村东路), outside the Tsinghua East Gate (清华东门).

Find more information about hospitals in Beijing at www1.bjmu.edu.cn/E_bjmu/html/hodspitals/hodspitals.html.

Handbook for Foreigners Living in Beijing
http://www.ebeijing.gov.cn/Life/default.htm

✦ Introduction ✦ Entry and Exit ✦ Residence
✦ Useful Tips ✦ Business ✦ Festival ✦ Heritage Sites
✦ Religious ✦ Dining ✦ Olympic Games ✦ Appendix
LAWS AND REGULATIONS

Foreign students in China are subject to the laws of the country and the regulations of their host institutions. One source of frustration for foreign students is that the laws and regulations by which they must abide are not made clear to them. The Program will do everything within its power to have these laws and regulations made clear to the students at the start of the Program. These simple guidelines should be followed: 1) Use your common sense; 2) As a foreigner, respect the culture of your host country and do not assume that the yardsticks of your native culture can be applied in China; and 3) When in doubt about whether something is permissible, ask a mature trustworthy Chinese friend and/or the Resident Director, and do not act until your doubts are dispelled.

LEGAL STATUS OF AMERICANS ABROAD

Americans traveling abroad are subject to the laws of the country they are visiting. They are not protected by U.S. laws. The U.S. Government can only seek to ensure that the American is not discriminated against and receives no worse treatment than would be accorded nationals of the arresting country charged with the same offense. Treatment is often a far cry from U.S. standards. Bail is almost unknown in many countries. There are often long waits in crowded prisons before cases come to trial. When a United States citizen is arrested abroad, U.S. consular officials move as quickly as possible to protect his rights, but the laws of the country where the arrest takes place determine what those rights are. An American abroad loses many of the rights taken for granted at home.

Whenever possible, an American consular officer visits the detainee on learning of his arrest, informs him of his rights, and provides him with a list of local attorneys from which to select defense counsel. If the detainee wishes, the consul helps him contact his family or friends to let them know what has happened and seek their assistance. Actually, there is very little else the consul can do to aid an American detainee.

The consul reports the arrest and subsequent developments to the Department of State. He is in regular, but not necessarily frequent, contact with the detainee, his attorney, and local officials to determine how the detainee is being treated, and to make sure that processing of the legal charges is not unduly delayed. He also does whatever is possible to help resolve any difficulties, which may result from the conditions of detention. (For example, in some foreign prisons a bare subsistence diet is provided and prisoners’ families are expected to supply most of the food).

Under U.S law, official U.S. funds cannot be used to pay legal fees or other expenses for an indigent American detainee.

China is constantly strengthening criminal legislation for drug-control; drug abuse and trafficking are by far the most frequent charges under which young Americans are detained abroad, although many have also been arrested for defrauding banks, merchants, airlines and the issuers of traveler’s checks. You should be aware of the following:

Private currency transactions with strangers, or street corner deals offering quick profits, can lead to trouble. Experience says you may be stuck with counterfeit currency or involved in an outright swindle. Steer clear of black market activities, currency regulation violations, and other illegal dealings. If you get caught the penalties are severe. Some black market dealers also prove to be police informers. If you are offered an “unbelievable” bargain--don’t believe it. It may involve stolen goods.

Laws governing cash and travelers checks are stringent abroad--and people who buy at “discounts” from strangers in the street can spend years in jail regretting the foolish moment. Travelers check issuers, working with local and
international law enforcement authorities, have extensive security arrangements and agents in all countries. Criminal charges range from fraud and forgery to possession of stolen property and counterfeiting.

You don’t even have to leave the country to get involved in the black market. For example, stolen airline tickets, sold at discount to innocent bargain hunters, can get you into big trouble with the law. Airlines now are prosecuting purchasers as well as sellers of stolen tickets.

**CORNELL UNIVERSITY POLICY**

Together with all members of the CAPS program, we respect and uphold University policies and regulations pertaining to racial or ethnic discrimination, sexual harassment, assistance available to handicapped, visually and/or hearing impaired students, the observation of religious holidays, and plagiarism. All students are advised to become familiar with the respective University regulations and are encouraged to bring any questions or concerns to our attention.

While participating in the CAPS-Beida Semester, all students are subject to Cornell University regulations (including but not limited to the Code of Academic Integrity and the Cornell University Campus Code of Conduct, including sexual harassment and other policies pertaining to behavior of students, faculty, and staff), the host university’s or program’s regulations and guidelines, and laws of the host country and that in the event of violation of these, academic failure, or behavior which is detrimental to the student, other students, or the program, the director of the program shall have the right to dismiss the student from the program. Cornell University is not responsible for the defense of a student accused of a violation of the laws of the host country and is not responsible for the payment of any fines or other penalties resulting from such violations. As a participant in the CAPS-Beida program, students are required to conduct themselves in a manner that reflects favorably on Cornell University. In some egregious circumstances, students may be asked to vacate the residence hall and return to the U.S. at their own cost.
IMPORTANT CONTACT INFORMATION
AND USEFUL WEBSITES

Arts & Sciences
Cornell China and Asia-Pacific Studies Program
B7, McGraw Hall,
Tel: (607) 255-2654; Fax: (607) 255-4334; Email: caps@cornell.edu

CAPS Associate Director
Xu Xin, Room 211, 726 University, Ithaca, NY 14853
Tel: (607) 255-4741; Fax: (607) 255-4334; Email: xx12@cornell.edu

Arts and Sciences, Registrar
Sally O’Hanlon, 55 Goldwin Smith Hall, Ithaca, NY 14853
Tel: (607) 255-5794, Fax: (607) 255-5797, Email: as_registrar@cornell.edu

Campus Offices
Bursar, the Office of
Email: uco-bursar@cornell.edu
260 Day Hall; Tel: (607) 255-2336; Fax: (607) 255-6442; www.bursar.cornell.edu

Commencement Office
Connie Mabry, Email: cbm1@cornell.edu
B13 Day Hall, Tel: (607) 255-9541, F(607) 255-9412, www.commencement.cornell.edu

Cornell Counseling and Psychological Services at Gannett
Greg Eells, Email: gte3@cornell.edu, or gannett@cornell.edu
Tel. (607) 255-5155. For urgent help call 255-5208 or 255-5155, after hours;
www.gannett.cornell.edu/CAPS/ Cornell Information Technologies (CIT)
Email: helpdesk@cornell.edu
119 CCC; Tel: (607) 255-8990; www.cit.cornell.edu/helpdesk

Cornellian Yearbook Office
Email: cornellian@cornell.edu
206 Willard Straight Hall; Tel: (607) 257-2553

Financial Aid Office
Colleen Wright, Email: finaid@cornell.edu
203 Day Hall; Tel: (607) 255-5145; Fax: (607) 255-5022; finaid.cornell.edu

Housing Office
Sandra Davenport, Email: sjd15@cornell.edu, housing@cornell.edu
201 Robert Purcell Community Center; Tel: (607) 255-5368; Fax: (607) 255-0319;
www.campuslife.cornell.edu

International Students & Scholars
Brendan O’Brien, Email: bpo1@cornell.edu
B-50 Caldwell Hall; Tel: (607) 255-5243; Fax: 255-2778; www.isso.cornell.edu
Tel: (607) 255-6543, Fax: (607) 255-8297

University Health Services
Gannett Health Center, Ho Plaza, Email: gannett@cornell.edu
Tel: (607) 255-5155; Fax: (607) 255-0269; www.gannett.cornell.edu

University Registrar
David Yeh, Email: univreg@cornell.edu
B7 Day Hall; Tel: (607) 255-4232; Fax: (607) 255-6262; www.sws.cornell.edu/our
To request official transcripts: Go online to: www.transcript.cornell.edu; or Fax: (607) 255-6262

University Career Services
Rebecca Sparrow, Director, Email: rms18@cornell.edu
103 Barnes Hall; Tel: (607) 255-5221; Fax: (607) 255-7946; www.career.cornell.edu
Useful Links
CAPS – China and Asia-Pacific Studies
Program http://caps.cornell.edu

Centers for Disease Control and Prevention
www.cdc.gov

Consulate General of P. R. China in New York (for visa information)
http://www.nyconsulate.prcchina.org/eng/lsqz/default.htm

Centers for Disease Control and Prevention
www.cdc.gov

Cornell Abroad
www.cuabroad.cornell.edu

Cornell Daily Sun
www.cornelldailysun.com

Cornell University
www.cuinfo.cornell.edu
www.cornell.edu

Course & Time Roster/Course Descriptions
www.cornell.edu/academics/courses.cfm

CoursEnroll website
www.registrar.sas.cornell.edu/Student/coursenroll.html

Gannett Health Center
www.gannett.cornell.edu

International SOS
http://www.internationalsos.com

International SOS Beijing

Mario Einaudi Center for International Studies
www.einaudi.cornell.edu

State Department Travel Advisories
www.travel.state.gov

Uportal
www.uportal.cornell.edu

U.S. Embassy in China
http://beijing.usembassy-china.org.cn/
**APPENDICES**

**A. CAPS-Beida Mailing Labels**

Please photocopy the CAPS-Beida Office Address Labels on this page to make mailing labels for family and friends who are to send you letters and packages.

Remember to write your name on them before copying!!

<table>
<thead>
<tr>
<th>Name:</th>
<th>Peking University</th>
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<tbody>
<tr>
<td>中国</td>
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<td>北京大学</td>
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<td>国际关系学院</td>
<td>B102</td>
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<td>School of International Studies, B102 Cornell Office, Beijing, P. R. China 100871</td>
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<td>School of International Studies, B102 Cornell Office, Beijing, P. R. China 100871</td>
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## B. List of Materials for Chinese Visa Application

| You Provide | 1. A completed [Visa Application Form for the P.R. China (V2011A)](https://www.mfa.gov.cn) No item should be empty or altered.  
2. One recently taken 2x2 inch photo showing entire face and without a hat on. Please affix the photo to the application form.  
3. Your passport, signed, with at least 2 blank visa pages and valid for at least 6 months beyond the end of your stay in China.  
4. For non-US passport bearers, documents valid for at least 6 months that entitle them to reside or work for an extended period of time in the U.S.  
5. Round trip air tickets and hotel reservation.  
6. Former business visa (F-visa) records if applicable.  
7. For a U.S. citizen, regardless of the number of entries, the regular visa fee is $140; for a non-U.S. citizen, the regular visa fee ranges from $30, $45, to $60 depending on the number of entries. You must pay cash or use a money order payable to “Embassy of the People’s Republic of China.” |
| Peking University Provides | • Completed and stamped JW-202 form;  
• Official Letter of Acceptance by Peking University. |

Make sure you have a valid passport AS SOON AS POSSIBLE.

To apply, take all of the materials listed above to the Chinese consulate or embassy nearest you. Your visa will take at least 4 days to process, unless you pay for overnight expedited services. You may also have an authorized travel agent apply for you, for an extra fee. The Chinese Embassy and Consulates do not allow applications by mail.

Apply well in advance of your departure date – the sooner, the better. Check the Consulate web page for information regarding hours and holidays, to make sure your timing is right. The consulates observe both Chinese and U.S. holidays.

**Reminders:**

a. Due to heavy increase of applications, same day visa service has been suspended as of May 2011.

b. As there are usually more applicants after 10 am on weekdays and on the first two days following the holiday closure, it is recommended that applicants avoid peak days and hours so as to reduce waiting time.

Chinese Consulate Visa webpage (Consulate-General of the P. R. China in New York):  

## C. Embassy and Consulates General of the People’s Republic of China

<table>
<thead>
<tr>
<th>Embassy/Consulate</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td><strong>Chinese Embassy in Washington DC</strong></td>
<td>2201 Wisconsin Avenue, N.W., Washington D.C. 20007</td>
<td>(202) 338-6688, (202)588-9760</td>
<td>(202) 588-9760</td>
</tr>
<tr>
<td><strong>Chinese Consulate General in Los Angeles, CA</strong></td>
<td>443 Shatto Place, Los Angeles, CA 90020</td>
<td>(213) 807-8088</td>
<td>(213) 807-8091</td>
</tr>
<tr>
<td><strong>Chinese Consulate General in Chicago, IL</strong></td>
<td>100 West Erie Street, Chicago, IL 60610</td>
<td>(312) 803-0095</td>
<td>(312) 803-0110</td>
</tr>
<tr>
<td><strong>Chinese Consulate General in New York, NY</strong></td>
<td>520 12th Avenue, New York, NY 10036</td>
<td>(212) 244-9392</td>
<td>(212) 465-1708</td>
</tr>
</tbody>
</table>
D. **Entry Form** 入境卡

![Entry Form Image]

E. **Health and Form Entry** 入境健康申明卡

![Health Form Image]
F. Arrival Flow Chart (for Terminal 1 and Terminal 2; Terminal 3 not yet available)

Point 1: International flight arrival gates (国际航班到达). Once you step out from the plane, follow the mass walking toward point 2.

Point 2: Health Declaration collection counter (入境健康检疫申明卡收取处). You will need to fill out and give the *Entry Health Declaration Form* at point 2.

Point 3: Airport Frontier Inspection (机场边防检查). Be ready to hand in your passport, Chinese visa, as well as the *Entry Registration Card* to the Airport frontier inspection at point 3. (The Card can be obtained and filled out while you are on plane.) Remember to get your passport back and put in a safe position afterwards.

Point 4: Baggage Claim (行李提取处). Go to the baggage claim area at point 4. There are several baggage carousels in this area. Check TV screen for the carousel that carries of your flight.

Point 5: Chinese custom (中国海关). After getting your baggage, moving forward you will be in the line for custom inspection.

Point 6: Arrival lobby (到达大厅). CAPS-Beida staff will be waiting for you at point 6 – the greeting area of the arrival lobby. Please look for CAPS-Beida sign there.

There are clear signs in the airport for you to follow. However, if you do not know where to go after a certain point, show this page to an airport staff for help, or borrow somebody’s cell phone to call one of the CAPS-Beida staff.

Adapted from: [http://www.sinolanguage.com/PEK.htm](http://www.sinolanguage.com/PEK.htm) (last accessed 4/25/2008 1:45 a.m.)
IN AN EMERGENCY

1. At any time while you are abroad, we can be reached by phone in an emergency concerning your health, safety, or security. Call CAPS at (607) 255-2654. After hours, call the Cornell Police Department at (607) 255-1111. Please let them know that you are trying to reach CAPS so they will alert our staff.

2. If you are seriously ill or injured, experience a travel emergency, or if you are in need of a security or medical evacuation, call International SOS immediately.

In Beijing,
Call: (010) 6462-9100
From Asia, Australia or the Pacific Rim,
Call collect: 65-6338-7800 (Singapore)

Identify yourself as a Cornell University student and provide the following group number: 11 BCP S00 0132.

Refer to the brochure provided in this book for further information.

Take This Handbook with You!
It is your responsibility to be aware of the information contained in this handbook.